

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 17 October 2022 at 4.00 pm

#### Present:

Councillor Jason Slaymaker (Chairman)  
Councillor Simon Holland (Vice-Chairman)  
Councillor Andrew Beere  
Councillor Ian Corkin  
Councillor Gemma Coton  
Councillor Fiona Mawson  
Councillor Lynn Pratt  
Councillor Chris Pruden  
Councillor Les Sibley  
Councillor Douglas Webb  
Councillor Barry Wood

#### Substitute Members:

Councillor Sean Woodcock (In place of Councillor Amanda Watkins)

#### Apologies for absence:

Councillor Amanda Watkins

#### Officers:

Claire Cox, Assistant Director Human Resources & Organisational Development Interim  
Susan Blunsden, Interim HR Manager  
Ian Boll, Corporate Director Communities  
Andrew Low, Assistant Director Property Interim  
Aaron Hetherington, Democratic and Elections Team Leader

#### Officers (virtual):

Yvonne Rees, Chief Executive  
Natasha Clark, Governance and Elections Manager

### **Declarations of Interest**

There were no declarations of interests.

11 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

12 **Urgent Business**

There were no items of urgent business.

13 **Minutes**

The Minutes of the meeting of the Committee held on 30 May 2022 were agreed as a correct record and signed by the Chairman.

14 **Chairman's Announcements**

The Chairman advised that agenda items 9, Workforce Profile Statistics, and 10, Senior Management Team Structure, had originally been published as exempt reports. Following advice from the Monitoring Officer they were republished as public reports and the Committee would therefore consider them in public.

15 **Policy Updates**

The Chief Executive submitted a report which sought review and authorisation of HR policies, in line with the Terms of Reference of the Personnel Committee which set out that all new policies and changes to policies affecting staff must be reviewed and approved by the Committee prior to implementation.

In introducing the report to Assistant Director Human Resources and Organisational Development explained that CDC staff policies had not been reviewed for some time but were now on a rolling programme to ensure regular review. The policies for review had been prioritised based on changes in legislation and / or work practices.

**Resolved**

(1) That, having given due consideration, the following policies be approved and implemented:

- Family Friendly Policies:
  - Maternity
  - Paternity
  - Adoption Leave
  - Shared Parental Leave
  - Parental Leave
  - Time Off for Dependents
- Pension and Retirement Policy Statement

16 **Workforce Profile Statistics**

The Chief Executive submitted a report which provided the Cherwell District Council workforce profile statistics for information and review.

In introducing the report the Assistant Director Human Resources and Organisational Development explained that the introduction and development of the council's new HR and payroll system facilitated the production of workforce data. This was a starting point for the data and it was planned to include comparative data in the Quarter 2 report.

In response to Members' comments regarding if there were any reports regarding lessons learned and the impact on the employees of the pandemic that could be circulated to Members, the Chief Executive explained that no specific reviews had been undertaken due to capacity issues associated with decoupling from Oxfordshire County Council. A national review was being undertaken which CDC was monitoring. Going forward, there would

In response to Members' comments regarding the Assistant Director Human Resources and Organisational Development advised that this section fell under "sensitive data" which employees completed themselves and could respond "prefer not to say". Whilst employees were strongly encouraged to complete the information, it could not be mandated. The Chief Executive advised the Committee that going forward Personnel Committee meetings would be scheduled quarterly and each meeting would include an update on workforce statistics.

The Chairman reminded the Committee that this was a new report they would be receiving on a quarterly basis going forward. If there was any aspects they would like to see in the future they could advise him or the Assistant Director Human Resources and Organisational Development.

**Resolved**

- (1) That, having given due consideration, the workforce profile information and statistics be noted and it be recognised that this was a 'new start point' and the data provided would evolve over future reports.

17 **Permanent Senior Management Team Structure**

The Chief Executive submitted a report which sought approval to establish the permanent structural arrangements for the senior management team following the finalisation of the decoupling of the strategic partnership arrangements with Oxfordshire County Council (OCC). This report was further to the report to the Personnel Committee on 28 February 2022 which had set out the interim arrangement for the decoupling of the partnership between Cherwell District Council (CDC) and OCC.

**Resolved**

- (1) That the senior management team structure for the Council be approved.

18 **Exclusion of the Public and Press**

**Resolved**

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

19 **Proposed Restructure of the Growth & Economy Service**

The Corporate Director Communities submitted an exempt report which explained that in light of the decoupling of Cherwell District Council and Oxfordshire County Council, it had been necessary to review the needs of the Growth and Economy Service. The report outlined a proposed new structure for the Growth and Economy Service to ensure that it is in the best possible position and shape to tackle the challenges and opportunities in the future. The proposed restructure would be dealt with in accordance with the Council's Organisational Change policy.

**Resolved**

- (1) That the business cases be noted.
- (2) That progression to consultation be approved.

20 **Proposed Restructure of the Property Service**

The Corporate Director Resources submitted an exempt report which explained that in light of the decoupling of Cherwell District Council and Oxfordshire County Council, it had been necessary to review the needs of the Property Team. The report outlined a proposed new structure for the Property Team in order to ensure that it was fit for purpose and able to meet the needs of the business. The proposed restructure would be dealt with in accordance with the Council's Organisational Change policy.

**Resolved**

- (1) That the business cases be noted.
- (2) That progression to consultation be approved.

The meeting ended at 4.55 pm

Chairman:

Date: